



Organization of Personnel System

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1.0 POLICY

The purpose of the Lee County Personnel Policy is to establish a personnel system that will recruit, select, develop and maintain an informed, motivated workforce that will provide excellent services to the citizens of Lee County. This policy is established under the authority of Chapter 153A – Article 5 and Chapter 126 of the General Statutes of North Carolina.

1.5 LIMITATIONS

This is not a contract of employment. Any individual may voluntarily leave employment and may be terminated by the employer at any time for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or current employee. The contents of this policy are subject to change at any time. The County at its discretion reserves the right to make changes in content or application of its policies or eliminate said policies and benefits as the County deems appropriate. All changes will be communicated to the employees and entered in to the personnel policy.

2.0 DEFINITIONS

None.

3.0 PROCEDURE/ RULE

3.1 The Lee County Board of Commissioners: shall determine employment policies not inconsistent with other applicable law governing the employment of all County employees subject to this resolution. In addition, the Board shall approve all compensation schedules, policies and employee benefits affecting County officials, officers and employees; determine the holidays observed by Lee County offices; provide direction to the Lee County Manager in promulgating employment procedures; appoint a County Tax Administrator pursuant to procedures set forth in G.S. Chapter 105; and perform other duties required by Article 5, Part 4 of G.S. Chapter 153A or other applicable law.

- 3.2 The Lee County Manager:** shall be responsible for the administration and technical direction of the County's human resources program. The County Manager shall have ultimate authority and responsibility for appointments, suspensions, dismissals and other employment procedures of all employees except those elected by the people or whose appointment is otherwise provided for by law. To this end, the County Manager shall have the authority and duty to establish employment procedures for the employees of Lee County Government subject to the terms of this resolution and in accordance with future policy directives of the Board of Commissioners. The County Manager shall have supervision of the Clerk to the Board for day to day instruction and time off approval.
- 3.3 Human Resources Director:** shall administer policies, programs and rules within this resolution. The Human Resources Director shall be responsible for all duties essential to effective human resources administration not specifically reserved by statute for the County Manager or for Department Directors subject to the State Personnel Act. The Human Resources Director will maintain custody of a personnel file for each County employee and permit the contents of a file to be inspected only in accordance with the GS153A-98 and regulations outlined in this policy.
- 3.4 Department Directors:** and designated subordinate managers and supervisors will be responsible for communicating any changes in policy, rules or regulations with all employees under their supervision. County departments may establish other departmental personnel rules not in conflict with this personnel resolution upon approval of the County Manager.
- 3.5 Employees:** Each employee is responsible for familiarity with the contents of this personnel policy.
- 3.6 Coverage:**
- A. All employees in the County's service shall be subject to this policy except as provided in this section.
 - B. Elected Officials, County Manager, County Attorney and contract employees are exempt from this policy.
 - C. The following employees are covered only by the listed articles and sections:
 - 1. Employees governed by the State Personnel Act shall be subject to all articles except where in conflict with Chapter 126 in which case the latter shall control;
 - 2. Employees of the North Carolina Cooperative Extension Service shall be subject to all articles except the Classification Plan, the Pay Plan, Recruitment and Selection Policies, and Employee Benefits.

3. The Director of Elections shall be subject to all articles except Recruitment and Selection Policies, Conditions of Employment Policies, Separation, Disciplinary Action and Reinstatement Policies, and Grievance Procedures.
4. Employees of the County Sheriff and the Register of Deeds shall be exempt from the personnel policy but are subject to the Pay Plan, Leave of Absence Policies and Benefit Policies. The County Sheriff and Register of Deeds (being elected officials) are subject to all Benefit Policies.
5. The Clerk to the Board shall be subject to all articles except the Classification Plan, Recruitment and Selection Policies, Separation, Disciplinary Action and Reinstatement Policies, and Grievance Procedures.
6. Temporary employees, as designated by the Board of County Commissioners, shall be subject to all articles except Holiday and Leave Policies and Employee Benefits Policies.

3.7 Merit Principle: All appointments and promotions shall be made solely on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, color, religion, sex, national origin, political affiliation, non-disqualifying disability, or age.

4.0 APPENDIX / APPENDICES

None.